

MMP Executive Committee Minutes, June 2, 2011

Present: Jennie, Sarah, Tina, Molly, Janice, Kathy

Absent: Norma, Steve J.

1. Vacant academic seat and voting: One nomination received to date. Sarah will send list of institution directors to Tina in case additions are needed. Molly will send reminder on nominations. If no more than one candidate is running, voting will be by email instead of SurveyMonkey.
2. No corrections to May minutes.
3. Technical report: Tina sent PDF reports created by Google Analytics to committee. Janice said they were technical and hard to decipher in current format. Kathy said 30% bounce rate is not uniformly a negative; depends on context and where user is coming from. Jennie suggested next meeting be held via Go2Meeting so reports could be discussed while everyone looks at them. Sarah will set up G2Meet for July; may postpone reports until August depending on Tina's time to prepare. Kathy said reports will help institutions gauge success of marketing. Jennie said custom reports can be run to focus on time period associated with a particular marketing campaign.
4. Sarah: New agenda item--Touchstone project update. Danvers/Lewistown PL requesting MSL loaner scanner to keep onsite for 2-4 months. Need to be reminded that scanner is for MMP items, not any library scanning project. Asked Janice if Flathead PL would partner with Touchstone community in Big Arm. Jo Flick to give same presentation in Big Arm mid-June. An approved PPD will be required before Touchstone participants can check out MSL scanner. Tina will plan to travel to Lewistown to provide training for Danvers folks along with guidance on what can be scanned with the available equipment and discuss a reasonable amount of scanning to start with. They cannot keep MSL scanner indefinitely so must plan for its use. No training yet scheduled for other Touchstone communities. Jennie believes PPD will reinforce ownership of the digital content and protect partnering library from copyright issues. Not clear if Touchstone materials will be added to existing collections or become discrete collections. Sarah does not want them pushed into the former until they have thought through what they are scanning and why. The actual grantee is MT Preservation Association; they do not want to be involved in digitization aspect. Tina and Molly agreed to contact Lewistown PL/Danvers to work through a PPD.
5. Outreach reports: Jo Flick set up a webinar for Tina to go over ContentDM procedures and respond to technical questions, held May 31. Of eleven registrants, 5-6 logged in. Kathy suggested Jo use Go2Mtg auto-reminders for participants. Jo and Tina have set goal to do one webinar per month.

6. ContentDM 6.0 interface update: Tina reported that list of issues is at 63 although fewer than 10 are severe, i.e. prevent the user from completing an essential task. Internal review suspended until some fixes can be made or responses from OCLC received. She is emailing issues/descriptions to OCLC; waiting until they provide timeframe for fixes before sending list of issues to Exec Committee. Some fixes will not be available until 6.1 release in late July. Current MMP interface is being updated, so end user is not negatively affected by a delay in moving to 6.0.
7. Newspapers in MMP: The appendix for the MMP Guidelines was approved. Tina will send document to Jennie for inclusion in Guidelines PDF. Some discussion about newspapers being unique MMP content, requiring funding and added work by contributing institutions. Tina said some small libraries could join forces. Sarah suggested specific training be developed on newspapers.
8. Looking ahead: Molly awaiting additional academic-seat nominations until the end of the day on Friday; would like new member to be seated for July meeting. Will add election of vice-chair to July agenda. Will add a review of MMP-wide metadata to July agenda.

Minutes submitted by ckirkham@mt.gov